

LANCASTER COUNTY
DEPUTY SHERIFF

NATURE OF WORK

This is a law enforcement position responsible for safeguarding the lives and property of residents through execution of federal, state and local laws and ordinances of cities and villages within Lancaster County.

Work involves routine patrol duties including enforcing traffic laws, responding to and investigating criminal complaints, performing related follow-up duties, making arrests and acting as coroner. Work may also involve the transport of prisoners to and from courts and the investigation and development of narcotic cases. Employees in the class may be subject to an element of personal danger and must be able to act without direct supervision and to exercise independent discretion in meeting emergencies. Work is performed under the general supervision of a superior officer who reviews work methods through reports, inspections and observations.

EXAMPLES OF WORK PERFORMED

Patrols an assigned area in a radio-equipped Sheriff's car to preserve law and order, to prevent and discover the commission of crimes, and to detect and apprehend traffic violators.

Answers a wide variety of calls and complaints involving automobile accidents, robberies, domestic disturbances and other misdemeanors and felonies.

Conducts preliminary investigations, gathers evidence, interviews witnesses and makes arrests at the scene of a crime; transports legal offenders to jail.

Receives and serves warrants; initiates NCIC and NCIS entries when required.

Transfers prisoners to and from court, provides courtroom security and guards hospitalized prisoners.

Serves legal papers such as protection orders, subpoenas, summons and petitions, garnishments, orders to appear, citations, eviction notices, and other writs to citizens within Lancaster County.

Works with school administrators, teachers and students, providing education and information concerning safety and criminal justice issues.

Acts as coroner-ex-officio in all deaths occurring when a physician is not in attendance at time of death.

Answers other non law-enforcement and public service calls requesting assistance.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of basic principles and practices of law enforcement.

Some knowledge of operation and care of firearms.

Ability to deal fairly, objectively and courteously with the general public without regard for race, ethnicity, religion or political beliefs.

Ability to analyze people and situations quickly and take effective and reasonable courses of action.

Ability to maintain effective working relationships with associates, other co-workers, representatives of other organizations and with the general public.

Ability to understand and carry out oral and written instructions.

Ability to learn law enforcement methods, procedures, and techniques and to apply such knowledge of specific situations.

Ability to write clear and comprehensive reports.

Ability to obtain information through interviews, interrogation and observation.

Ability to learn State Statutes and other legal procedures relevant to traffic and criminal investigations.

Ability to distinguish between reasonable suspicion vs. probable cause in order to locate, apprehend and arrest offenders.

Physically able to perform effectively on the job.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent, supplemented by college level coursework in criminal justice, law, public administration, sociology, or related field, and some law enforcement experience.

MINIMUM QUALIFICATIONS

- * Graduate of a senior high school or equivalent.

- * Complete and pass written examinations and a timed strength and agility course.

- * Must be at least twenty-one (21) years of age or older, and a citizen of the United States.

- * Must meet minimum visual acuity standards.

- * Must be examined by a licensed physician, and meet the requirements of the Merit Commission.

- * Must submit to and pass a polygraph examination.
- * Must submit to and pass a psychological evaluation and a drug screen.
- * Must be fingerprinted and have not been convicted of a felony or Class I misdemeanor, nor have demonstrated a disregard of the law to such an extent as to impair usefulness as a Deputy Sheriff.
- * Possess a valid State of Nebraska driver's license.
- * Attend and successfully complete Nebraska Law Enforcement Training Center course of instruction and certification for law enforcement officer within one year of employment.
- * As per requirements set forth by Lancaster County Sheriff's Office Merit Commission.

Approved by: _____
Department Head

Personnel Director

5/95

PS5312